

# NUTRITION SERVICES DIVISION MANAGEMENT BULLETIN

No. 99-601

TO:	All Public and Private Schools Participating in the National School Lunch Program and School Breakfast Program Commodities Supplemental Food Program Sponsors Diocesan Superintendents of Schools Child Care Food Program Sponsors Adult Day Care Food Program Sponsors Summer Food Service Program Sponsors	ISSUE DATE: July 1999
ATTENTION:	Food Service Directors, Business Managers Child Care Food Program Directors Food Program Authorized Representatives and Center Directors	
FROM:	Administrative Services Unit	
SUBJECT:	Civil Rights and Complaint Procedures	
REFERENCE:	FNS Instructions 113-3, 113-4, 113-5, 113-6 and 113-8 7 CFR Part 15	

The United States Department of Agriculture (USDA), Food and Nutrition Service (FNS), enforces the FNS Instructions 113-3, 113-4, 113-5, 113-6 and 113-8, which pertain to all aspects of the Child and Adult Nutrition Programs (CANP), including the area of Civil Rights. To ensure program compliance, this bulletin provides information regarding the following Civil Rights requirements:

- Availability and implementation of a Complaint Procedure;
- Appointment of a Civil Rights Coordinator;
- Inclusion of the nondiscrimination statement on all program materials;
- Utilization of the Civil Rights Posters;
- Racial/ethnic data collection; and
- Grassroots promotion of the nutrition program in the community.

The civil rights requirements stipulate all CANP sponsors must make available to all program participants a complaint procedure to facilitate filing a complaint. You may adopt the complaint procedures prototype included with this bulletin to fulfill your complaint procedures obligation. If you develop your own complaint procedures, you must submit your version for approval to:

Joy Salvetti Wolfe  
Civil Rights Coordinator  
Nutrition Services Division  
560 J Street, Suite 270  
Sacramento, CA 95814-2342

If you have any questions, please contact Joy Salvetti Wolfe, Civil Rights Coordinator, Administrative Services Unit, at (916) 322-8316, (800) 952-5609, or [jsalvett@cde.ca.gov](mailto:jsalvett@cde.ca.gov).

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Marilyn Briggs, Director  
Nutrition Services Division  
Assistant Superintendent of Public Instruction

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Kathy B. Lewis  
Deputy Superintendent  
Child, Youth and Family Services Branch

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